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DD/P 3-2767

55.4 63 0692

29 MAY 1963

MEMORANDUM FOR: Deputy Director/Plans

SUBJECT : Report on Class of Air Accommodations Utilized

REFERENCE :

[REDACTED]

1. Pursuant to reference which was issued to request more use of less than first-class air accommodations, attached is a summary report by major components showing the extent of utilization of various classes of air accommodations for which travel vouchers were processed at Headquarters during the period 13 November 1962 to 31 March 1963.

2. You will note there has been some overall improvement by an increased use of less than first-class air accommodations in the first quarter of 1963 although somewhat more than half of all vouchers continue to reflect some use of first-class accommodations; however, in this connection it should be recognized that for some trips no less than first-class air accommodations are available. Notwithstanding the improvement evidenced by this summary report, in view of the Agency's overall objective of effecting savings in expenses, together with the emphasis being placed by Congress on the use of less than first-class air accommodations continued effort should be directed to further encourage the use of the most economical air accommodations available whenever feasible.

3. Attached to the summary report for such further analysis as you may wish to have made are copies of machine tabulations covering the same period which reflect summary travel data for the individual offices under your jurisdiction. Also attached for the same period are detailed listings of vouchers by name of the traveler.

4. Analyses of the summary reports by individual offices within major components indicate in some cases significant differences among the offices in the extent to which first-class accommodations are used exclusively; the information reflected in these reports affords no basis for determining whether such differences result from personal choice of the individuals traveling or from differences between offices in typical itineraries in relation to the availability for such itineraries of less than first-class accommodations. Any determination of the probable

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reasons for such variations and the reasonableness thereof is properly the responsibility of the management echelons directly concerned.

5. Please let me know if this Office can be of any assistance in your review of this matter.



JOHN A. BROSS
Comptroller

25X1

Attachments

SECRET

INTERNAL
USE ONLY

CONFIDENTIAL

SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Report on Class of Air Accommodations

FROM: Technical Accounting Staff
6D57 - Headquarters

EXTENSION

NO.

DATE

62-5857
20 May 1963

TO: (Officer designation, room number, and building)

DATE

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. Comptroller
6E69 - Headquarters

2.

3. Deputy Director/Plans
3C34 - Headquarters

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Signature

3 to 5: Per telephone
Conversation.

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